

FBIS-0269-88
12 December 1988



MEMORANDUM FOR: Chief, Antwerp Unit

FROM:

Chief, Executive and Planning Staff

SUBJECT: Representational Funds

REFERENCE: MHQ-1193, dtd 22 Dec 1981, Same Subject

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1. Your unit is authorized \$200.00 in representational funds for FY 89 under the guidelines of MHA-1193, paragraph 2.

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2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts.

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3. Do not exceed your representational allotment prior to advising E&PS. This is a fixed amount per fiscal year and we can only increase a bureau's allotment by adjustments in Headquarters.

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4. While expenditures of \$50 or less from the DCI fund (which is separate from FBIS representational funds) do not require prior approval, I recommend that you alert E&PS in advance of such expenditures, if time permits.

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